



CITY OF HOUSTON

Job Posting

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Applications accepted from:

All Persons Interested

Job Classification

Executive Office Assistant, Brownfields Program

Posting Number

PN #109468

Department

Office of the Mayor

Division

Office of Health Policy

Reporting Location

611 Walker, 6th Floor

Workdays & Hours

M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs varied and complex secretarial tasks for section including typing, filing, record keeping, and coordinating special projects. Maintains program files. Composes, types, copies and distributes correspondence and reports. Schedules departmental and outside meetings/conferences and coordinates activities; makes appointments and travel arrangements. Handles highly confidential messages and correspondence. Maintains files for correspondence, reports, payroll and budget information. Assists with special projects.

WORKING CONDITIONS

The position occasionally requires stooping or bending and very light lifting, (up to 20 pounds) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires as high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of secretarial/administrative support experience are required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Preference will be given to applicants with proficiency in Microsoft Word, Access, Excel and PowerPoint.

SELECTION/SKILLS TESTS REQUIRED

None

Must pass a City administered typing test at the speed identified for the classification.

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 15

\$901 - \$1,270 Biweekly \$23,516 - \$33,147 Annually

OPENING DATE

March 15, 2006

CLOSING DATE

April 4, 2006

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **For application status, please call 713-837-0266.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD (Telephone Device for the Deaf) is (713) 837-9496.**

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